



I. STATE / JURISDICTION / U.S. TERRITORY INFORMATION

Please indicate the state / jurisdiction / U.S. territory for which you are reporting:

State / Jurisdiction / U.S. Territory: Georgia

II. TAX EXEMPTION OFFERINGS

Please indicate which of the following tax exemptions your state / jurisdiction / U.S. territory provides to government customers with centrally billed accounts and/or individually billed accounts as described below. Please also use this section to provide a description of the applicable tax exemptions, pertinent statutes, regulations, court rulings, etc. that pertain to the type of tax exemption.

*Centrally Billed Accounts (CBAs) are charge card accounts paid directly by the government to the issuing bank.
Individually Billed Accounts (IBAs) are charge card accounts paid directly by the cardholder to the issuing bank, but cardholders are reimbursed by the government, as official government expenses.*

Sales of tangible personal property and services made to the Federal government are exempt from Georgia sales and use tax (state and local) when a government issued purchase order is used to place the order, a properly completed Certificate of Exemption (form ST-5) is provided to the dealer by the purchaser and payment for the purchase is made by appropriated government funds, i.e. a centrally billed credit card or government issued check. See O.C.G.A. § 48-8-3(1).

Sales to the Federal government are not exempt from Georgia sales and use tax (state or local) when payment is made by an individually billed credit card – regardless of whether the government reimburses the charges to the individual, or the provision of a government issued purchase order or the provision of a completed Certificate of Exemption (ST-5).

Tax Exemption Offerings (Please check all that apply)		Additional Information (Description, pertinent statutes, regulations, etc.)
Sales Tax	<input checked="" type="checkbox"/> Centrally Billed Accounts (CBAs)	Sales to the Federal government are exempt from Georgia sales and use tax (state and local) when a government issued purchase order is used to place the order, a properly completed Certificate of Exemption (form ST-5) is provided to the dealer by the purchaser and payment for the purchase is made by appropriated government funds, i.e. a centrally billed credit card or government issued check. See O.C.G.A. § 48-8-3(1).
	<input type="checkbox"/> Individually Billed Accounts (IBAs)	Sales to the Federal government are not exempt from Georgia sales and use tax (state or local) when payment is made by an individually billed credit card – regardless of whether the government reimburses the charges to the individual, or the provision of a government issued purchase order or the provision of a completed Certificate of Exemption (ST-5).
Lodging Tax	<input type="checkbox"/> Centrally Billed Accounts (CBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
	<input type="checkbox"/> Individually Billed Accounts (IBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
Hotel Occupancy Tax	<input type="checkbox"/> Centrally Billed Accounts (CBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
	<input type="checkbox"/> Individually Billed Accounts (IBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
Public Accommodation Tax	<input type="checkbox"/> Centrally Billed Accounts (CBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
	<input type="checkbox"/> Individually Billed Accounts (IBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
Tourism Tax	<input type="checkbox"/> Centrally Billed Accounts (CBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
	<input type="checkbox"/> Individually Billed Accounts (IBAs)	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
Fleet Tax	<input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel Fuel <input type="checkbox"/> Alternative Fuel	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
	<input type="checkbox"/> Maintenance	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.
Other Tax	<input type="checkbox"/> Other: please specify _____ <input type="checkbox"/> CBA <input type="checkbox"/> IBA	The Georgia Department of Revenue cannot comment on taxes not under its jurisdiction.

III. TAX EXEMPTION FORMS

As indicated in GSA's letter, we request that the GSA SmartPay® 2 cards' design and structure suffice for tax exemption certification. If this is not possible, please indicate if your state / jurisdiction / U.S. territory requires government customers to complete any documentation in order to receive a tax exemption. Also, please indicate the website address for accessing any required forms; you may also provide the form via an email attachment.

Tax Exempt Documentation		Website Address or Hyperlink:
1	Certificate of Exemption (form ST-5)	http://www.etax.dor.ga.gov/salestax/st3forms/tsd_sales_tax_dealer_or_purchaser_exemption_certificate_st5.pdf
2		
3		

IV. TAX RECOVERY PROCEDURES

Please indicate the procedures that government customers should follow in the event that taxes are charged to official government transactions in error.

When tax is erroneously paid, the tax may be recovered by the following procedure:

1. The purchaser must complete the Claim for Refund (ST-12).
2. The purchaser must secure a properly completed Waiver of Vendor's Rights (ST-12A) from the dealer to whom the tax was paid.
3. The purchaser should prepare a package consisting of the completed ST-12, ST-12-A and documentation to support that the tax was charged to and paid by the purchaser.
4. The purchaser should submit the complete package (ST-12, ST-12-A and supporting documentation) to the Georgia Department of Revenue at the address listed on the ST-12. Claims for refund may also be faxed to 404-417-6642.
5. The Georgia Department of Revenue will review the claim and issue any appropriate refund. The Department may request additional documentation to support the refund claim.
6. The forms ST-12 and ST-12A are available on the Department's website at www.dor.ga.gov.
7. Refund status inquiries should be directed to 404-417-6642.

V. CONTACT INFORMATION

Please indicate the point-of-contact for follow-up questions related to your tax exemption policies.

Last Name, First Name:	
Name of Agency:	Taxpayer Services Division
Office Address (Line 1):	Georgia Department of Revenue
Office Address (Line 2):	1800 Century Blvd NE
City, State Zip:	Atlanta, GA 30345
Phone Number:	404-417-6601
Fax Number:	404-417-6629
Email Address:	Taxpayer.services@dor.ga.gov

Thank you for your assistance in this important matter!

GSA SmartPay® 2 Card Numbering Systems

GSA SmartPay® 2 cards will be **effective on November 30, 2008** (except in a few cases, which will be effective earlier), and will have specific account number prefixes, as seen in the chart below. GSA SmartPay® 2 cards are provided by three banks: Citibank, JPMorgan Chase, and US Bank. The GSA SmartPay® program provides four business lines: Purchase, Travel, Fleet, and Integrated (includes fleet, travel and/or purchase functionality and offers a single card for all purchases). These cards/accounts can be Centrally Billed Accounts (CBAs) or Individually Billed Accounts (IBAs). Below is a detailed description of each card type and numbering system that GSA Smartpay® 2 provides.

Centrally Billed Accounts (CBAs) are charge card accounts in which **all** charges are billed directly to the federal government and paid directly by the federal government to the issuing bank.

- **Purchase:** All federal government Purchase cards are centrally billed.
- **Fleet:** All federal government Fleet cards are centrally billed.
- **Travel:** Federal government Travel cards/accounts may be centrally billed **or** individually billed.
- **Integrated:**
 - All Fleet and Purchase type transactions on an integrated card are centrally billed.
 - Travel functionality on an integrated card may be centrally billed **or** individually billed.

Individually Billed Accounts (IBAs) are charge card accounts in which charges are paid directly by the cardholder/federal employee to the issuing bank; the federal employee is then reimbursed by the government.

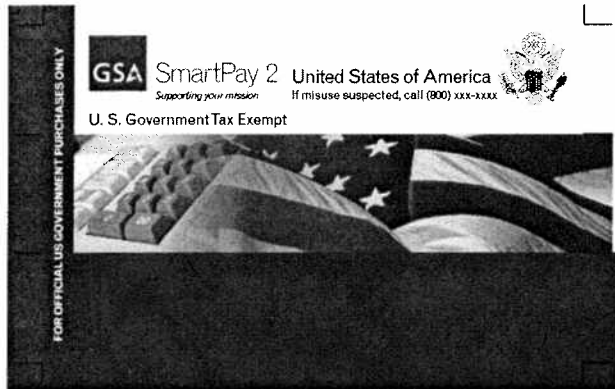
- **Travel:** Federal government Travel cards may be centrally billed **or** individually billed.
- **Integrated:** Travel functionality on an Integrated card may be centrally billed **or** individually billed.

	Purchase	Travel		Fleet	Debit/Prepaid
Prefix (1st four digits)	5568 – MasterCard	5568 – MasterCard		5565 – MasterCard	5564 – MasterCard
	5565 – MasterCard	5565 – MasterCard		5568 – MasterCard	5568 – MasterCard
	4716 – Visa	4486 – Visa		8699 – Voyager	5565 – MasterCard
	4614 – Visa	4614 – Visa			4614 – Visa
	4486 – Visa				
6th digit*	N/A	0	CBA	N/A	N/A
		1	IBA		
		2 – 4	IBA		
		5	Reserved		
		6 – 9	CBA		

In addition to the chart provided above, please note the following information:

- **Only the Travel card** uses the 6th digit to identify whether the account is a Centrally Billed Account (CBA) or an Individually Billed Account (IBA).
- **The numbering structure for Integrated Cards** to differentiate between centrally and/or individually billed transactions will be specific to each agency/organization using the Integrated card. This information will be provided on the GSA SmartPay® website (www.gsa.gov/gsasmartpay) as it becomes available.

GSA SmartPay® 2 Card Designs



Purchase



Travel



Fleet



Integrated